

INSPECTION AGENDA

Day One: Monday December 16, 2013

8:30am – 8:45am Office Discussion (GNHWPCA Office at 260 East Street)

- Introductions, presentation of credentials
- Overview of inspection agenda

8:45am – 9:30am Overview of the GNHWPCA System – by GNHWPCA Team

- Organizational structure
 - Contractor role and responsibilities
 - Staffing
- Service area, population, industrial users, satellite communities
- Wastewater Treatment Plant
 - Dry weather and wet weather capacities
 - Plant bypass history
 - Compliance status, orders, upgrades
 - Recent peak dry weather and wet weather flow
 - Wet weather operating protocols
- Collection system layout
 - Combined
 - Separate
 - Satellite communities
- Lift stations
 - Number
 - Sizes
- Other significant structures
 - Siphons
 - CSO treatment
 - Combination Manholes
- Budgets and Capital Improvements Program
- Collection system master planning

9:30am – 11:15am Collection System Management

(Break 10:15-10:30)

- Collection system management approach
 - Sewer Use Ordinance
 - Facilities, maintenance yards, and equipment
 - Crew configurations and assignments
 - Training and certification
 - Work order generation/CMMS
 - Treatment of service laterals
 - Asset management
 - I/I reduction program
- Collection system operations – Separate System
 - Daily activities schedule

- Routine sewer cleaning operations
- Manhole inspection, cleaning, and repair
- Hot Spot cleaning program
- Standard operating procedures
- Daily collection of written records/field sheets
- Pipe inspections, CCTV
- Repair and replacement program (emergency and scheduled)
- Contractor support (e.g., cleaning, cctv, emergency repair)
- Pump Station Operations
 - Routine inspections
 - Monitoring and alarms
 - Backup power
 - Condition assessment and renewal
- Collections system operations – Combined
 - Daily activities schedule
 - Regulator and outfall inspection program
 - Tide gates
 - Interceptor and trunk lines
 - Sewer inspection and cleaning

11:15am – 12:15pm Combine Sewer System

- Combine sewer system
 - Status of LTCP
 - Status of Nine Minimum Controls
 - Dry weather overflow history
 - Regulator and outfall monitoring
 - Wet weather operation protocols, SOPs
 - Wet weather storage
 - System hydraulic model

12:15pm – 1:00pm – Lunch

1:00pm – 3:30pm – Office Discussion Cont.

(Break 2:15 – 2:30)

- Sewer Overflow Emergency Response
 - Call center and citizen complaint system
 - Emergency Response Plan
 - Emergency Response Training
 - Contractor support
 - Crew response procedures
 - After hours response
 - Documentation and reporting
 - Follow up and investigation
 - Fats, Oils, and Grease Program

3:30 – 4:30 Field activity preparation

- Identify and establish tomorrow's field activities

- Final list of documents for onsite collection and review

Day Two: Tuesday, December 17, 2013

8:00am – 4:00pm – Field Activities (TEAM 1)

(Mid-day Lunch Break)

- Visit call center
- View Information Management System and records storage
- Visit maintenance yard
- Observe cleaning and CCTV operations
- Visit select pumps stations
- Visit select recent SSO locations
- Observe FOG-IPP-Restaurant inspections, meet with IPP/Health staff

8:00am – 4:00pm – Field Activities (TEAM 2)

(Mid-day Lunch Break)

- Visit select CSO regulators
- Visit select CSO outfalls
- Visit select pump stations
- Visit CSO LTCP facilities (treatment, storage, floatable controls etc.)
- Visit rehabilitation, repair, replacement projects

Alternative Field Activities Schedule – Each team covers all subjects but in different geographic areas (e.g. north area and south area)

Day Three: Wednesday, December 18, 2013

8:00am – 10:00am – Office Discussion/Field Activities

- Wrap up any field activities (one team)
- Additional technical discussions (entire group)
- Review requested documents and collected material

10:00am – 12:00am – EPA Team Breakout Session

- EPA Team meeting and document review

12:00pm – 1:00pm – Lunch

1:00pm – 3:00pm Closeout

- Presentation of findings
- Question and answer
- Collect copies of requested documents